

# FACILITY TRADES TECHNICIAN I

## MAJOR FUNCTION

This position involves very frequent physical labor in unskilled and semi-skilled work in the maintenance and repair of County buildings.

## ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Makes minor repairs involving wood working, including measuring, cutting, nailing and gluing wood, installing windows, doors, framing offices and repairing roofs. Uses small power tools including saws and drills, operates backhoe and front end loader which may be noisy.
- Makes minor repairs to air conditioning and heating systems, changes filters, lubricates motors, compressors and resets thermostats. Assists in the installation of new heating and air conditioning systems and duct work. Uses small power tools, silver solder acetylene welders.
- Paints and cleans interior and exterior of all County buildings including windows, walls, doors, and eaves, pressure washes outside walls. Spray paints metal cabinets and stains furniture. Operates pressure washing and spray painting machines, uses paints, solvents and chemicals related to the painting trade which may contact skin.
- Makes minor repairs to electrical systems, motors, wiring, machinery and small appliances, including hydraulic and electric door closers. Uses small hand tools and changes light bulbs and ballasts. Re-keys locks.
- Makes minor repairs to plumbing fixtures, well pumps, such as replacing washer on faucets, unplugging toilets, sink drains, sewer lines and water lines, locating water leaks inside and outside buildings. Operates backhoe, trench and front end loader. Assists in the installation of plumbing fixtures for new construction and remodeling.
- Obtains oral and written quotes in the procurement process of parts, materials, and equipment according to County policies.
- Must be able to respond to emergency and after-hours calls on nights and weekends.
- May work in buildings that provide health care, and must follow the rules, methods, and safe handling in connection with bloodborne pathogens.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

## SECONDARY FUNCTIONS

- Pours concrete slabs, walls, steps, lays carpet and vinyl.

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- Procures supplies for building maintenance.
- Moves office equipment and furniture.
- May work in secure areas of Jail within the Jail population.
- May supervise Jail inmates and trustees per Sheriff's Department guidelines.
- Performs other tasks as assigned.

### **CUSTOMER SERVICE**

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

### **SUPERVISION**

This position has no supervisory responsibilities.

### **EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS**

#### **Education and Experience**

High school graduate or equivalent and experience preferred which may include trade courses, apprenticeship and on the job experience, or equivalent combination of training and experience. This is an entry-level apprentice level position and work is performed under close supervision.

#### **Licenses**

Possession of a valid Florida Divers License.

### **JOB SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

#### **Language Skills**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.

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### **Mathematical Skills**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

### **Problem Solving Abilities**

- Ability to apply general understanding to carry out detailed written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Requires some judgment in selection of procedures, methods, or tools, equipment to own work to accomplish tasks.

### **Specialized Skills and Abilities**

- Knowledge of carpentry, air conditioning and heating systems, electrical systems, painting, and plumbing systems is desired.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

### **Machines and Equipment**

To accomplish the tasks of this position, the employee must operate the following machines and equipment: electric tools, meters, hand tools, table saws, solder equipment, measuring devices, air guns and staplers, jack hammers, fork lift, vehicles, grinders, ladders, routers, torch, plumbing equipment, and painting equipment.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee will occasionally be required to sit, and lift up to one hundred pounds or more; will regularly be required to walk, climb or balance, stoop, kneel, crouch or crawl, and taste or smell; will frequently be required to lift twenty to fifty pounds; stand, use hand to finger, handle, feel, reach with hands and arms; talk and hear. Special vision requirements include close, distance, color, and peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to moving mechanical parts, risk of electrical shock, and human and animal waste while performing sewer line repairs and cleaning; and will regularly be exposed to high precarious places. This employee will frequently be exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, sewer systems at Jail and Health department that may harbor contagious and communicable disease, outdoor weather conditions, and extreme cold and heat. The noise level for this environment is loud.

Established: 10/99

Pay Grade: 11

Job Description Number: 7011

Category: 7

Status: NE

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